

### **Chief of Staff (\$200) – Vacant**

- a) Serves as the principal assistant to the AGS President, acting as a liaison on behalf of the AGS President and VP Internal.
- b) Assist the Executive Board in tasks as appropriate.
- c) Coordinate and organize meetings for the AGS President and AGS Vice Presidents
- d) Work with other VPs to oversee the work of Campus Communications Director, Campus Organizing Director, Social Events Planner, Bagel Day Coordinator.
- e) Oversee and assist with the productivity/status of ongoing AGS projects.
- f) Assist the Campus Organizing Director with the execution and organization of the AGS retreats.
- g) Assist VP Internal in executing Happy Grad and Mental Health Awareness Month.
- h) Work with responsible parties to organize the AGS Symposium (April 2017), PhD Career Conference (January 2017), Women's Caucus Conference (January/February 2017), Happy Grad Week (May 2017), and AGS Orientation efforts (September 2016).
- i) Identify and implement an independent project. Report to Council on updates and progress on this project.